



Applicant Checklist

The following information has been compiled for your convenience; additional information may be requested by the lender. Please take this information to the DCA participating lender in order to expedite the processing of your mortgage loan.

Step	Action	✓	
1	Complete Homebuyer Education Class and provide certificate to loan officer prior to loan closing. (<i>Required for all Georgia Dream Second Mortgage applicants</i>)		
2	Gather the following support documentation for each applicant:	Applicant	Co-applicant
	A. Bank statements covering most current monthly period for ALL accounts, for ALL applicants.		
	Review bank statements and prepare a letter of explanation regarding any non-payroll deposit over \$300.00.		
	B. Consecutive pay stubs for the most recent month for each full-time and/or part-time job, for ALL applicants.		
	C. Signed copy of last 3 yrs. federal income tax returns for all applicants, OR computer printouts of IRS 1040 or 1040EZ, OR IRS Telefile Tax Record (call 1-800-829-1040 for tax return transcripts) and most current yrs. W2's		
	D. If child support (<i>debt or income</i>), provide a copy of divorce decree or child support agreement or other documentation of payments.		
	E. Most recent proof of social security, VA, and/or disability benefits documentation, for ALL applicants, if applicable.		
	F. Prepare an explanation letter or provide documentation regarding recent credit resolutions, for ALL applicants, if applicable.		
	G. Contact name and address of landlords for the last 3 years for ALL applicants, if applicable.		
	H. Contact names, addresses, phone numbers, and fax numbers for all current full-time and/or part-time employers, for ALL applicants.		
	I. Verification of Social Security Number (<i>cannot use an Individual Tax Identification Number</i>) and driver's license, for ALL applicants.		
	J. If not a US citizen, provide documentation of eligibility to work.		
	K. Provide information regarding all assets and current liabilities, i.e., credit card payments, loan payments, retirement accounts, etc.		
	L. Obtain documentation required for Down Payment Assistance, GA Dream Second Mortgage Program (if eligible) and/or other financing programs:		
	i. PEN – evidence of employment in PEN profession		
	ii. EV – certificate from Earth Craft Homes™, Energy Star Homes, or EasyLiving Home ^{CM}		
	iii. CHOICE – evidence of disability for applicant or dependent		
	iv. HONORS – documentation of dates of active service for military servicemen or "protectors"		
	v. Gift letter from family		
	vi. OTHER: local government programs, IDA, Single Family Development, Signature Community, Welcome Home, etc.		
3	All non-applicants (<i>household members over 18 years old and not on title</i>) must provide a current pay stub or documentation of other source of income.		
4	Complete loan application with a DCA Participating Lender and execute all applicable/required disclosures from loan officer. The DCA form that is required at application is the SF-12 Applicant Affidavit which will be provided by your participating lender. <i>Applicants are typically required to pay credit report and appraisal fees at time of application.</i>		
	A. Non-applicants will be required to sign the DCA SF-15 Non-Applicant Form at time of application.		
	B. Execute authorization form for Verification of Deposit, Verification of Employment, Verification of Rents, and provide other previously gathered documentation regarding income, if required by lender.		
5	Select a property based on pre-qualification documentation. Execute valid sales contract and all addenda with selected Realtor/Broker, builder or seller and provide it to the loan officer, if not already executed.		
6	Conduct home inspection within time frame allowed per real estate sales contract. <i>Home inspection is recommended.</i>		
7	Obtain loan approval from lender (<i>and any other financing entities, if applicable</i>) and provide any other required documentation.		
8	Close loan with lender and move into your dream home!		